



Green Energy Program

Instructions & Document Checklist

Delaware Energy Office - 1203 College Park Drive, Suite 101, Dover, Delaware 19904
Phone: 302-735-3480 - Fax: 302-739-1840 Web: www.energy.dnrec.delaware.gov

Please Read First

This Checklist may be used by Delmarva Power, Delaware Electric Cooperative and Municipal Customers for grant submissions. Some documents and instructions pertain specifically to certain utilities. If an instruction or document is specifically required by your utility make sure to follow that direction. Instructions and documents not specifically required for any utility are general items for all programs.

Step 1 - Instructions

- 1. Review program requirements.** Program regulations can be found on the Delaware Energy Office website.
- 2. Select a program qualifying technology.** Qualifying technologies include: geothermal, photovoltaic, solar water heating and wind turbines.
- 3. Select a retailer or installing contractor.** The Delaware Energy Office has a list of participating contractors.
- 4. Complete and submit the required documentation** Your contractor can help you complete your application.

5. Required Documentation for Grant Reservations - See Below

- ☐ Completed Grant Application
- ☐ Copy of Project Estimate, Purchase Order or Letter of Intent (System Size Required)
- ☐ Copy of a recent Electric Bill for the installation address
- ☐ System Schematic (PV & Wind - Electric Wiring Diagram, Solar Hot Water & Geothermal - Plumbing Diagram)
- ☐ Manual J calculation or equivalent. (Geothermal System Applicants Only)
- ☐ Plot Diagram (Shows the installed system in relation to other object on the property)
- ☐ Copy of Approved Building Permit / Interconnection Agreement (Interconnection Page 1 for PV and Wind systems)

Step 2 - Instructions

- 1. Wait for your notification letter. Approved applications will receive a Grant Confirmation Form. Declined applicants will receive a notification letter describing what further information is required.**
- 2. Delmarva Power and Delaware Cooperative Customers must obtain appropriate building permits.**
- 3. Install your system as described in the Grant Application.** Please notify the Energy Office in writing of changes to your original request, failure to do so may cause a delay in processing or forfeiture of your grant. All systems must conform to all program requirements.

4. Required Documentation for Grant Dispersals - See below

- ☐ Signed Grant Confirmation and Claim Form (Provided by the Delaware Energy Office at Reservation)
- ☐ Copy of Final Building Permits / Interconnection Agreements (Interconnection Page 2 for PV and Wind Systems)
- ☐ Copy of Geothermal Well Permit(s) (Copies may be obtained by calling (302)-739-9944)
- ☐ Copy of final sales invoice (Invoice must include: actual price paid, itemized list of components and cost, labor, permits and fees, method of payment by the purchaser.
- ☐ Copy of Warranty Agreement (5 Year Minimum, Parts and Labor)
- ☐ Copy of owners Manual (Front Cover Copy is Sufficient)
- ☐ Copy of completed W - 9 Form (Provided at Reservation and Required for Delmarva Power Customers)

Step 3 - Energy Office Final Review

- 1. Upon receipt of your signed Grant Confirmation and Claim Form and all additional documentation, the Energy Office will evaluate your completed project application.**
- 2. The Energy Office may wish to inspect your system prior to approving the grant.**
A representative from the Energy Office may contact you to arrange an onsite visit.
- 3. The Energy Office will process a reservation or completed Grant Claim with all supporting documentation within 30 days of receipt .**

If you have any questions or concerns please feel free to contact Scott Lynch at (302) 739-1530.

Required Documentation Descriptions

Completed Grant Application

- ❑ Every line on the application must be complete and legible.
- ❑ Each technology has its own application. Please make sure to select the proper application.
- ❑ Each electric utility in Delaware has its own application. Please make sure to select the proper application.

Recent Electric Utility Bill

- ❑ The Electric Bill must show the installation address as having service in Delaware.
- ❑ The Electric Bill must be from the last three months.
- ❑ New construction projects must show documentation from the utility that the installation address will be part of their service territory. This can be accomplished by submitting a letter from the utility stating the installation address is part of that utility's electric grid.

Project Estimate

The Project Estimate must be legible and show the following:

- ❑ Estimate total Cost,
- ❑ Itemized list of system components and costs,
- ❑ Labor Cost,
- ❑ Permits and Fees Cost,
- ❑ System Size
 - Kilowatts for Solar Electric and Wind Turbine Systems
 - Tons for Geothermal Systems
 - Gallons and square-feet for Solar Hot Water Systems

System Schematic

- ❑ The schematic must show the wiring diagram for solar electric and wind systems.
- ❑ The schematic must show the plumbing diagram for solar hot water systems.
- ❑ The schematic must show the plumbing lines from the geothermal field to the structure.

Plot Diagram

- ❑ The plot diagram must show the other structures on the property in relation to the proposed renewable energy system.
 - Solar Electric Systems must also show orientation, slope and possible shading locations
 - Solar Hot Water systems must also show orientation, slope and possible shading locations
 - Wind Turbine Systems must also show orientation.
- ❑ Often the system schematic and the plot diagram can be combined into the same document.

Page 1 of the Interconnection Agreement

- ❑ A legible copy of page 1 of the interconnection agreement must be provided showing approval from the utility for the installation of a solar electric or wind turbine system.
- ❑ This commonly takes the form of an email from the utility to the interconnection applicant. This email can be forwarded or mailed to the Delaware Energy Office.

Building Permit

- ❑ An approved building permit must be provided from the county or the municipality.
- ❑ It is the responsibility of the contractor and applicant to provide any permits and they accept any blame for not obtaining the proper permits.

Participating Contractor Application

- ❑ If your contractor is not currently a participating contractor then they must submit a completed application.
- ❑ The contractor must submit additional documents.
 - Copy of a valid Delaware Business License
 - An Insurance Certificate showing at least 1 Million Dollars of General Liability Coverage
 - All Education Certificates showing training in the work they are to perform.

Grant Confirmation and Form

- ❑ Both the owner and the contractor must sign the grant confirmation form.

Interconnection Agreement

- ❑ A legible Page 2 of interconnection agreement must be completed.
- ❑ The utility must have approved and signed page 2 of the interconnection agreement for the installation of a solar electric or wind turbine system.

Final Sales Invoice:

The Final Sales invoice must be legible and show the following:

- ❑ Actual price paid,
- ❑ Itemized list of system components and costs,
- ❑ Labor Cost,
- ❑ Permits and Fees Cost,
- ❑ System Size in Kilo-watts
- ❑ Method of Payment
- ❑ Show Paid in Full

Warranty Agreement

- ❑ A legible 5 Year Parts and Labor Warranty must be provided.
- ❑ The warranty may be obtained from the installer, the product manufacture or a combination of the two.

Owners Manual

- ❑ A legible front cover copy of the system owner's manual must be provided.

W – 9 Form

- ❑ The provided W-9 form must be completed, signed and dated. If the applicant is a Delmarva Power customer only.